

**STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road
Sacramento, California 95827**

***** AMENDED CHECKLIST *****

NGCA-JSD-SP

23 August 2018

MEMORANDUM FOR Members of the Active California National Guard and Active Members of the California State Military Reserve

SUBJECT: State Active Duty Vacancy Announcement 2018-08 – Open Until Filled

1. The Military Department is accepting applications for the State Active Duty position indicated below. This vacancy announcement will remain ***Open Until Filled***. An appointment to this position provides full benefit status for the appointee and their beneficiaries. The incumbent will be appointed on annually renewable State Active Duty orders through year six, at which time the incumbent may be eligible for career status IAW CMD Reg 600-1 w/ Change #1. Continuation and subsequent extensions of service will be determined by the individual's performance of duty and continuation of funding. ***The service member selected for this position will be paid at their federal or California State Military Reserve pay grade, not to exceed W01.***

2. This announcement has minimum requirements. Failure to meet these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to the checklist at the end of this announcement for documents required to submit a complete application. ***Applications missing signatures and required documents will not be considered.***

a. TITLE AND PAY GRADE:	Counselor (SAD W01)
b. EMPLOYMENT LOCATION:	Discovery Challenge Academy, Lathrop, CA
c. PROJECTED EMPLOYMENT DATE:	To Be Determined
d. SELECTING SUPERVISOR:	Director, Discovery Challenge Academy

Discovery Challenge Academy is a smoke-free environment; smoking is not authorized on duty or on Academy premises.

3. The ***basic*** qualification requirements are:

a. Members of the active California National Guard or active members of the California State Military Reserve (CSMR) in the grades of W0C through CW2 may apply. Applicants must have a military affiliation per Para 3-2 of CMD Regulation 600-1. Applicants who are not current members of the California National Guard or CSMR may also apply, however, **applicants must meet military affiliation requirements at the time of appointment**. CSMR members who have no prior federal military experience must be a member of the CSMR for a minimum of two years. Qualifying service in the active militia must have been within 24 months of the closing date of this vacancy announcement. ***CSMR members must submit a copy of their CSMR orders with their application. Non-members of the***

California National Guard or CSMR must submit a letter of intent to meet qualifying military affiliation at the time of appointment along with their application.

- b. Military assignments appropriate to the grade of the applicant are required.
- c. Must be able to effectively communicate verbally and in writing.
- d. Completion of military and civilian education requirements commensurate with the grade of the applicant are required. Must have, at minimum, a Bachelor's Degree in Social/Behavioral Science, or a related field. ***Attach documentation to support this requirement.***
- e. Completion of Graduate level course work in Counseling or Social Work is recommended.
- f. Must have training or education in child growth and development, education techniques, or counseling techniques.
- g. Must possess, at minimum, two years' documented counseling experience or other related experience.
- h. Must be willing to work a flexible work schedule requirement, including nights and weekends, when academy mission dictates.
- i. Must pass Live Scan upon hire date.
- j. Applicant must meet, and maintain, Federally Recognized medical fitness standards. ***Attach a current copy, within the past twelve months, of your military component's verification of these requirements. (See checklist at the end of this announcement.)***
- k. Appropriate military uniform with federally recognized, or CSMR recognized, rank will be worn in accordance with military regulation.
- l. Must be able to pass both State and Federal background checks (Live Scan). Continuation of employment is contingent upon maintaining favorable State and Federal background checks.
- m. Must possess a valid state driver's license. ***Attach a current copy, within the past six months, of your Department of Motor Vehicle's printout. (See checklist at the end of this announcement.)***

4. Principal Duty Functions:

The Counselor for Discovery Challenge Academy works under the supervision of the Lead Counselor.

- a. Plans, coordinates and administers student counseling activities for Discovery Challenge Academy.
- b. Assists the Discovery Challenge Academy staff to work more effectively with cadets.
- c. Assists each student with adjusting and goal planning activities.
- d. Monitors various resource materials to support course development and learning activities and provides evaluation and feedback.
- e. Promotes positive relationships in the community through involvement with community organizations and community service projects.
- f. Available for ESAD surge operations to assist State Personnel, Comptroller's, and Joint Staff in response to State emergencies.
- g. Assists other departments with cadet supervision during events as assigned by Lead Counselor.
- h. Performs other duties as assigned.

5. The service member selected for this position may be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify such as Service Member Assistance Programs, Group Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.

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6. Reimbursement for moving and relocation expenses will not be paid.

7. Interested applicants must submit a completed and signed SAD Appointment Application (OTAG Form 900-8), and all required supporting documentation, to the Director of State Personnel Programs. Blank SAD Appointment Applications may be obtained from the CMD Jobs site at <https://calguard.ca.gov/cmd-jobs> (click on the SAD tab), or by contacting Mrs. Cheryl Arbaugh at (916) 854-3816 or DSN 466-3816. Complete applications and all supporting documents must be mailed to Joint Force Headquarters, Director of State Personnel Programs, Attn: NGCA-JSD-SP (Box #27), 9800 Goethe Road, Sacramento, CA 95827, or e-mailed in one .pdf file through SAFE AMRDEC to ng.ca.caarng.mbx.sad-application@mail.mil. (SAFE AMRDEC instructions are below.)

FOR THE DIRECTOR, MANPOWER AND PERSONNEL:

Nicholas S. Wilson (23 August 2018)
Nicholas S. Wilson
Captain, California National Guard
Deputy Director, State Personnel Programs

CHECKLIST FOR SUBMITTING A COMPLETE SAD APPOINTMENT APPLICATION Applications missing signatures and required documents will not be considered	
	SAD Appointment Application (OTAG Form 900-8) available at https://calguard.ca.gov/cmd-jobs (Click on the SAD tab) Applications must be signed by the applicant.
	Documentation of your highest level of civilian education. (i.e. legible copy of either diploma, degree, or transcripts).
	Medical Fitness Standard Documents: CAARNG Applicants: APFT (DA Form 705) and MEDPROS IMR , current within the past twelve months. CA ANG Applicants: ARCNet Individual Readiness Detail , current within the past twelve months. CSMR Applicants: Complete the Annual Health Assessment (AHA) (CA 3024-1 Member Form) available at https://calguard.ca.gov/cmd-jobs (click on the SAD tab). Send your AHA form through SAFE AMRDEC to ng.ca.caarng.mbx.sadmedrns@mail.mil . Attach a copy of your Confirmation E-mail verifying your AHA has been uploaded through SAFE AMRDEC with your SAD application. Your Confirmation E-mail will verify you have completed the first portion of the SAD Medical Readiness Standards requirements. Retain a copy of your Confirmation E-mail to use for future SAD vacancy announcements. NOTE: SAD applications must be sent through SAFE AMRDEC to ng.ca.caarng.mbx.sad-application@mail.mil , AHA documents must be sent through SAFE AMRDEC to ng.ca.caarng.mbx.sadmedrns@mail.mil Each CSMR service member will be required to complete and submit, in its entirety, their SAD Medical Readiness Standards requirements, not to exceed beyond one year after hire date.
	DMV Printout , current within the past six months. California residents may obtain, at cost, a copy of their DMV printout at the following website: https://www.dmv.ca.gov/wasapp/dr/vieworprintreport.do?method=Continue . (Unit DMV reports are not accepted.)
	CSMR Orders - CSMR Applicants only
	Title 10 OCONUS Orders - Currently Deployed Soldiers/Airmen only

	Letter of Intent - Non-members of the CAARNG, CA ANG, CSMR must submit a Letter of Intent to meet qualifying affiliation requirements at the time of appointment?
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	SAFE AMRDEC Instructions: Website: https://safe.amrdec.army.mil/safe
1.	Select accordingly if you are accessing the website from a computer with CAC access or not. Note: Either option will allow you to send an encrypted file.
2.	Enter, or confirm your name is entered, then enter your e-mail address (all e-mail addresses work with SAFE AMRDEC).
3.	Click Browse to attach your .pdf file and once selected, it will appear under File(s). Applications must be submitted as one file. <i>Applications uploaded as multiple attachments will not be accepted.</i>
4.	Once you see the file, click the box next to Privacy Act Data.
5.	To the right, in the box "Description of File(s)" enter the following: "Position Applying For", "Vacancy Announcement Number" and "Your Last Name" (i.e. Squad Leader, SAD VA 2017-01, Smith).
6.	Under Recipient Information enter the e-mail address: ng.ca.caarng.mbx.sad-application@mail.mil then click "Add".
7.	Confirm the e-mail address has moved to the Recipient's List Box next to where you entered it.
8.	Under E-mail Setting, click on the following boxes:
	a. Encrypt e-mail message when possible
	b. Notify me when file(s) downloads are STARTED (Optional) (system generated e-mail).
	c. Notify me when file(s) downloads are COMPLETED (Optional) (system generated e-mail).
	d. Require CAC for Pick-up (all recipients will need to log in with a CAC to download file(s).
9.	Click FOUO
10.	Click Upload